Account of Travelling, Subsistence and Meeting Expenses

Engine CC	Rate per mile
0-999	46.9p
1000-1199	52.2p
1200+	65.0p

Meeting Fee is £250 per 24-hour period for attendance at a meeting after 1 hour.

NAME:

CAR REG:

CLAIM FOR MEETING

CAR ENGINE C.C.:

TYPE OF USER: Casual

MILEAGE RATE:

Date	Full Particulars of Journey/Meeting	Miles Travelled	Mileage Cost	Subsistence	Fares	Meeting Fee	Sundries	TOTAL
Total								

Claims should be submitted on a monthly basis. If there is insufficient room on the face of the form to provide the detail of each expense, a breakdown should be provided.

I declare that the expenses claimed have not been claimed from any other body in respect of the approved duty to which the claim refers and the amounts claimed are in strict accordance with the Regulations.

Signature of Claimant:_____ Date:_____ Certified by:_____ Date:_____

Travelling, Subsistence and Meeting Expenses

Meeting Fee
The Meeting Fee is £250 per 24-hour period for attendance at a meeting after 1 hour and will be paid if claimed by the Committee member in accordance with the Regulations and any other Departmental guidance. The Fee is subject to PAYE and NIC if applicable.

Mileage
All NILGOSC staff and Committee members using their own car for NILGOSC business must ensure that the vehicle is insured for business use.

The use of a private car on NILGOSC business is reimbursed in accordance with the mileage rates agreed annually by the NJC (see table). Committee members can reclaim the cost of the mileage incurred to travel to all Committee meetings and training however mileage from home to the Committee's office will be subject to tax and NIC.

Engine CC	Rate per mile
0-999	46.9p
1000-1199	52.2p
1200+	65.0p

Other Travel and Subsistence Expenses
Travel arrangements can either be made through a travel agent and invoiced to NILGOSC or made by the individual and reclaimed on presentation of the necessary receipts. It is the responsibility of the authorised signatories (Deputy Secretary/Secretary) to ensure that value for money is obtained in respect of all travel expenses. Therefore, any person organising travel must seek approval of the signatory **before** making the purchase.

Flights should be arranged that suit the needs of the purpose of travel, i.e. arrive at an airport reasonably close to the destination and at times that facilitate attendance at the meeting. Economy class should normally be booked unless the features provided by a business class ticket are required (for example business is to be conducted during travel or a flexible ticket is required). After these considerations are made the cheapest ticket should be purchased.

Accommodation should be booked at a rate as close as possible to the agreed overnight rate. In case of absence overnight the London rate is £199.89 and the rest of Great Britain is £164.38. If this is not possible, common sense prevails and a reasonable graded hotel in close proximity to the location of the meeting offering appropriate facilities should be booked.

NILGOSC will reimburse the cost of meals when a member of staff or Committee member is away from the office on business. Valid receipts must be provided for all subsistence expenses and the amount reimbursed will not exceed the daily meal allowances advised by the Department for Communities. The agreed daily meal allowances are:

Breakfast Allowance	£18.77	Payable when more than 4 hours away from Office or a lesser period before 11.00 am
Lunch Allowance	£22.04	Payable when more than 4 hours away from Office or a lesser period between 12 and 2pm
Tea Allowance	£7.67	Payable when more than 4 hours away from Office or a lesser period between 3 and 6pm
Evening Meal Allowance	£34.20	Payable when more than 4 hours away from Office or a lesser period ending after 7pm